



June 10, 2005

Dear Subcontracting Plan Administrator:

I am pleased to announce an event that should be of great interest to you: **eSRS Industry Day**. The eSRS is the *Electronic Subcontracting Reporting System* replacing the paper forms currently used for the subcontracting reports, SF-294 and SF-295. As a component of the Integrated Acquisition Environment (IAE), eSRS will be a Government-wide system used by all Federal contractors that have subcontract reporting requirements.

This eagerly awaited system is near completion and expected to be fully operational before the end of the fiscal year. If you are a civilian agency contractor, you will probably use the system later this summer. If you are a contractor of the Department of Defense, the goal is to deploy the system in October to industry partners for fiscal year FY2005 (ending September 30, 2005) subcontract reporting. The Industry Day agenda will include an overview of the IAE, an eSRS demonstration, an explanation of the changes we are making to the Federal Acquisition Regulation (FAR), and an opportunity to ask questions.

Because of the great interest in this event, advance registration is required, and seating will be on a first-come, first-served basis. Please register by sending an email - including your name, your company's name, your phone number, and your email address to [integrated.acquisition@gsa.gov](mailto:integrated.acquisition@gsa.gov).

**Date:** June 30, 2005  
**Time:** 9:00 a.m. - noon (Sign-in tables will open at 8:00 a.m.)  
**Location:** U.S. Department of Commerce, Herbert C. Hoover Auditorium  
14th and Constitution Ave, N.W.  
Washington, D.C.  
**Metro:** Federal Triangle Station (Blue or Orange Line)  
**Parking:** Public parking lots are available in the proximity of the Department of Commerce building; parking rates will vary  
**Lodging:** <http://washington.travelhero.com/affiliatecities.cfm?aid=937&subreg=n>

You can find Frequently Asked Questions about the eSRS and other useful information at <http://www.esrs.gov>. Please contact [integrated.acquisition@gsa.gov](mailto:integrated.acquisition@gsa.gov) if you have any immediate questions or concerns. I look forward to seeing you on June 30<sup>th</sup>!

Sincerely,

Teresa Sorrenti  
Program Manager  
Integrated Acquisition Environment